



UPDATED Instructions for Purchasing ADA Accessible Transit Vehicles Using State of Oregon Price Agreements

PURPOSE

The purpose of this document is to provide guidance to transit agencies for purchasing ADA accessible transit vehicles using federal funds. ODOT created a vehicle Purchase Order (PO) for agencies that wish to use it for vehicle purchases from the state price agreement contracts. The document is posted on Rail & Public Transit Division's Web site at:

<http://www.oregon.gov/ODOT/PT/Pages/resources/guidance-library.aspx#vehicle-procurement>

ODOT recommends using the Oregon Vehicle Description and Useful Life Standards/ORPIN Crosswalk document (Crosswalk document) to ensure vehicles ordered can be reimbursed with federally-funded grant awards. The Crosswalk document is posted at the same link above.

STANDARD

All purchases must comply with the Federal Transit Administration (FTA), State of Oregon and Oregon Department of Transportation (ODOT) laws, rules, regulations, policies, and procedures. Transit agencies should purchase ADA accessible transit vehicles from vendors with State of Oregon contracts unless a vehicle is not available from the price agreement contracts.

The Department of Administrative Services (DAS) issues price agreements on behalf of State agencies to achieve cost savings through volume purchasing. The State price agreements are available online at the Oregon Procurement Information Network (ORPIN) or copies may be provided from vendors. Transit agencies must be members of the Oregon Cooperative Purchasing Program prior to ordering vehicles. Apply for membership or renewal at the following link:

<http://www.oregon.gov/DAS/EGS/ps/ORCPP/coop-menu.aspx>

Grant recipients must purchase vehicles as described in the grant agreement statement of work.

Agencies may use their own Purchase Order form, or use the form on the RPTD website. If using the RPTD template, agencies must still assign their own unique Purchase Order Number for the procurement, and note it on the Purchase Order form.

Whatever form is used, all purchase orders **must be approved** by ODOT RPTD Capital Program Coordinator prior to submittal to vendors. All required information must be included as described below.

Purchase Order Required Information:

- **[Enter Agency name here]** Insert the name of the **transit agency** here. A vehicle may be purchased for use by a transit agency other than the grant recipient.
- **P.O. #** The Purchase Order number. This is a number assigned by the transit agency to track all purchase orders.
- **Name of Ordering Agency** Insert the name of the **grant recipient** here. A vehicle may be purchased for use by a transit agency other than the grant recipient but the entity authorized to

make the purchase must be the grant recipient.

- **PO Date** Enter date the Purchase Order is completed.
- **Delivery Date** Enter date vehicle(s) will be delivered. Check the vendor contract for number of days. This date may be negotiated for quicker delivery although vendor contracts state maximum number of days.
- **Vendor Contract Number** Select appropriate vendor contract number from drop-down box. Check crosswalk document for State of Oregon contract number.

Vendor	Contract Number
Creative Bus Sales, Inc.	4757
Schetky NW Sales, Inc.	4729
Western Bus Sales, Inc.	4730
New Flyer	4731

- **Vendor Name and Address** Select vendor from drop-down and ensure the correct price agreement contract number is selected and appropriate vehicles are described from the Crosswalk document. Only one vendor may be listed on a PO - several POs may be required for vehicle purchases from multiple vendors, on one grant agreement.
- **Vendor Contact Name and Phone** This section automatically populates information for the vendor selected.
- **Ship To** Enter transit agency name and address of where the vehicle(s) should be delivered.
- **Bill to Name and Address** Enter grant recipient name and address – where the vehicle invoice should be mailed to. This may be different than the delivery/ship to agency.
- **Agency Contact Person Name and Phone** Enter ODOT Grant recipient contact information. This may be a different agency than where the vehicle is delivered. (Example: A county or Transportation District receives the grant on behalf of a local transit agency.)
- **ODOT/RPTD Grant Agreement Number** Enter ODOT Grant agreement number.
- **Comments** Insert any specific instructions or comments regarding the purchase.
- **Item No.** Enter number for each line item or vehicle type being ordered from the vendor selected above. For example, vehicles in Category D, Sub-category H-1 may have several options to select from a single vendor. If purchasing two vehicles from the same category (could be the same or a different brand) with a different base price they would need to be listed as two line items.
- **Category** Select appropriate category of the vehicle(s) as specified in the Crosswalk document. Use Oregon Rail & Public Transit Division categories (Examples: A – D and E 1 – E 3).
- **Sub-Category** Select the appropriate sub-category per Crosswalk document, if applicable. Use “Contracts Awarded” column.
- **Description** Enter a brief vehicle description that includes length, make/model, and fuel type using the Crosswalk document.
- **Total Seats** Enter total number of seats available (total capacity) in the vehicle(s).
- **Total ADA Stations** Enter total number of ADA stations available in the vehicle(s).

- **Total Seats with ADA Deployed** Enter total number of seats available when all ADA stations are deployed.
- **Quantity (Qty)** Enter quantity for each type (sub-category) of vehicle being ordered. Base price must be the same for all, otherwise list as separate line items.
- **Vehicle Base Price** Enter base price of vehicle(s) using the Crosswalk document.
- **Vehicle Options Total** Enter total cost for all add-ons (optional equipment or features) that increase the base price as listed on the Crosswalk document. (Example: 3 vehicles with a base price of \$80,144. Options total for all 3 vehicles is \$25,000. Enter \$25,000 in Options Total). Supporting documents (vendor pricing quote) must show all options and the total cost per vehicle. If each vehicle cost is different, there must be separate price quotes for each.
- **Total Cost** This section automatically calculates the total cost.
- **Grand Total** This section automatically calculates the total cost of all vehicles and optional equipment.
- **Total Vehicles** This section automatically calculates the total number of vehicles ordered.
- **Authorized Agent Print Name** Enter name of the grant recipient agency representative who is authorized to approve the purchase order. If a different agency is designated for delivery, and two names are required by the grant recipient, the second agency may be listed below the box for the Authorized Agent's name and signature.
- **Authorized Agent Signature** Signature of the grant recipient agency representative who is authorized to approve the purchase order. If a different agency is designated for delivery, and two names are required by the grant recipient, the second agency may sign below the box or initial near the Authorized Agent's name and signature.
- **Signature Date** Enter date of authorized grant recipient agency representative's signature.

Transit Agency and/or Grant Recipient Responsibilities:

1. A Purchase Order document is required for purchases using federal funds. Make sure all required information is included.
2. Approval by the ODOT RPTD Capital Program Coordinator is required on all POs prior to vendor submittal, regardless of whether ODOT's PO form is used or the local agency creates its own form.
3. For grant reimbursement, the PO must be attached to vendor invoice(s) with all supporting documentation. All invoices must note the purchase order number to ensure prompt payment.
4. Maintain a copy all documentation for purchases in procurement records as long as the vehicle remains in service plus three years.

Please Contact your ODOT RPTD Regional Transit Coordinator or the RPTD Capital Program Coordinator with any questions on the vehicle ordering process.

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